

**Committee of Senior Representatives (CSR)
Twenty Second Meeting
Reykjavik, Iceland
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Reference	CSR 22/5.3/1
Title	Draft NDPHS criteria and procedure for issuing letters of support for Priority Area <i>Health</i> project applications for submission to the EUSBSR Seed Money Facility
Submitted by	Secretariat
Summary / Note	This document has been developed following the CSR 21 Meeting's request that the Secretariat would develop, in consultation with the Chair and co-Chair countries, and submit to the CSR a proposal on the way forward to address issues related to procedures for providing support letters for project proposals applying for the EUSBSR seed money facility.
Requested action	Adoption

NDPHS criteria and procedure for issuing letters of support for Priority Area Health project applications for submission to the EUSBSR Seed Money Facility

DRAFT

Background

The European Union Strategy for the Baltic Sea Region (EUSBSR) Seed Money Facility provides funding for preparing regional projects that contribute to one of the Priority Areas or Horizontal Actions in the EU Strategy for the Baltic Sea Region (EUSBSR) Action Plan. Project partners that receive seed money funding are supposed to draft a project plan that can be further developed into an application to any of the EU or national funding sources, e.g., the European Structural and Investment Funds programmes 2014-2020.

Applicants to the EUSBSR Seed Money Facility must submit a letter of support from the relevant EUSBSR Priority Area Coordinator¹. In the case of health and social well-being related projects, the Priority Area Health (PA Health) Coordinator, the Northern Dimension Partnership in Public Health and Social Well-being (NDPHS), issues the letter of support.

1. Purpose of the letter of support

By issuing a letter of support, the NDPHS confirms the following:

- a. The proposed seed money project is supposed to help develop a regional project, which, if granted funding, would contribute to achieving the objectives of specific actions of Priority Area Health;
- b. The project application demonstrates a realistic approach to developing a high quality full project application within the field of health and/or social well-being;
- c. The objective of the envisaged project is important in realizing the overall objective of PA Health.

2. PA Health letter of support eligibility criteria

In order to be eligible for a NDPHS letter of support, the application should:

- a. Aim at developing a regional project, which, if granted funding, would contribute to the implementation of and demonstrate an added value for PA Health and the EUSBSR, in general;
- b. Clearly describe deliverables and outcomes and how they contribute to the implementation of PA Health actions;

¹ Cf. Annex 1 and <http://seed.eusbsr.eu/> for further information about the EUSBSR Seed Money facility, including application and decision-making procedure.

- c. Involve at least three partners from at least three different Baltic Sea Region countries (Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland and Sweden, as well as Norway, Belarus and North-West of Russia);
- d. Be proposed by a project team that has a solid reputation, proven expertise and experience in the work area;
- e. Have a budget that is coherent with the project's objectives and scope;
- f. Be feasible and manageable;
- g. Not overlap in content other projects already supported by the EUSBSR Seed Money Facility.

3. PA Health support letter granting procedure

- a. The lead applicant sends the complete project proposal in electronic format to the NDPHS Secretariat **no later than three weeks prior** to when the lead applicant plans to submit their application to the Seed Money Facility Secretariat;
- b. The **NDPHS Secretariat** reviews the application from a project development perspective according to the eligibility criteria above;
- c. If necessary, the NDPHS Secretariat works with the lead applicant to help improve their application for up to two weeks;
- d. The NDPHS Secretariat forwards the (improved, if necessary) applications to the Expert Groups and Task Groups for review. The Secretariat includes a list of the applications denoting which Group the Secretariat believes has the primary competence to review each application;²³
- e. **The respective Expert Group(s) or Task Group** review(s) the application from a content perspective according to the eligibility criteria above, paying particular attention to **points 2a, 2f and 2g, and**, within one week, informs the NDPHS Secretariat whether, in the Expert Group's view, the application should be granted a support letter;⁴
- f. **The NDPHS Secretariat** issues a letter of support to the lead applicant for the proposed project application provided the respective Expert Group(s) has/have not submitted objections within one week;
- g. The NDPHS Secretariat communicates to the CSR the list and brief descriptions of the project applications it provided support letters for.

² Unless otherwise determined by the NDPHS Secretariat, applications that come originally with support of a NDPHS Expert Group(s) or a Task Group(s) are exempt from rules 3 d-f.

³ The Expert Groups and Task Groups may choose to comment on any application, whether or not their group is noted as having primary competence.

⁴ The short consideration period is due to only having three weeks in total for consideration before the application is planned to be submitted to the EUSBSR Seed Money Facility Secretariat.

Annex 1:

Application and decision-making procedure within the EUSBSR Seed Money Facility

